

# California Energy Commission



**CLASSIFICATION:** Energy Commission Specialist II (TED)  
*Will Consider an Energy Commission Specialist I (TED)*

**TENURE:** Limited Term- 8 months  
*(May become permanent)*

**TIME BASE:** Full Time

**SALARY:** \$5,309.00-\$6,596.00

**LOCATION:** Energy Generation Research Office  
Energy Research and Development Division

**FINAL FILING DATE:** Until Filled

## DUTIES/RESPONSIBILITIES:

Under the supervision of the Energy Commission Supervisor II (TED), the Energy Commission Specialist II (TED) serves as part of the Energy Generation Research Office to implement and administer energy research, development and demonstration (RD&D) efforts related to renewable and advanced generation technologies, with a focus on bioenergy conversion technologies. The incumbent also conducts highly complex technical analyses; coordinates with the RD&D functions of other public and private organizations related to renewable generation technologies; and assists in the development of renewable generation energy policy. The incumbent helps plan, organize, implement, and report on the Energy Commission functions relating to renewable generation RD&D. The goal of the Energy Research and Development Division (ERDD) is to conduct RD&D to advance science and technologies not adequately provided by the regulated and competitive markets.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- Serve as lead technical specialist and prime resource for RD&D issues related to renewable and advanced generation technologies, with a focus on bioenergy conversion technologies, including providing expert guidance and direction for highly complex technical issues and performing the most difficult analytical assessments and evaluations. Develop and manage the most complex and difficult Renewables RD&D projects and initiatives. Actively provide coordination between the Energy Commission and other state and federal programs. Coordinate with technical staff at state and local governments, the California Public Utilities Commission, federal agencies, national laboratories, academic institutions, and private organizations. Work with stakeholders and synthesize complex information from many sources regarding the direction for Renewable technology RD&D. Take a lead role in Renewables RD&D planning; implement task forces, technical working groups and advisory committees; guide the development of legislation and regulations as needed; and assist in the formulation of policy options and program initiatives for consideration by the Renewables and Advanced Generation Team Lead, ERDD management, Executive Office, Energy Commissioners, and the Legislature.

*An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.*

- Implement solicitations and collaborative strategies to meet the program objectives and goals, and provide recommendations to the Renewables and Advanced Generation Team Lead and Office Manager, and the Energy Research and Development Deputy Director, Executive Office and Energy Commissioners.
- Prepare and make presentations at workshops and conferences, prepare complicated analytical reports on technical results from renewable technology projects and initiatives for policy recommendations and provide expert testimony at hearings and proceedings sponsored by the Legislature, Energy Commission, and other state and federal agencies related to RD&D in renewable generation technologies.
- Perform other duties as required consistent with the specifications of this classification.

**WORKING CONDITIONS:**

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #560-253 and Position #5600-4185-008 in the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Jill Ford (RPA 560-253)  
 Personnel Office  
 1516 Ninth Street, M.S. #3  
 Sacramento, CA 95814  
 (916) 653-4521  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the  
 Deaf or Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**